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"MYCOTICON" (MYCOTa Intereuropean COoperation Network)

"Identification and sustainable exploitation of wild edible mushrooms in rural areas"

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MYCTICON Web site User Guide	
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1. Introduction

This document presents and explains the options and use of the MYCOTa InterEuropean Cooperation Network (MYCOTICON) website and of its custom-made content management system. This website is crucial to the MYCOTICON project, it is the **Deliverable No 10 (activity P0)** and it is part of the **WP4** "*The development of the Multi-Media Training Package in "Identification and sustainable exploitation of wild edible mushrooms in rural areas" and MYCOTICON project web-portal*". The MYCOTICON website concerns an information system, which follows the multitier (n-tier) architecture (Fig. 1). This architecture is widely accepted, it follows project's requirements, it is *open* for interconnection with other information systems (i.e. with the Moodle eLearning system) and extensible (i.e. to develop various mobile apps, relative with its data and processes).

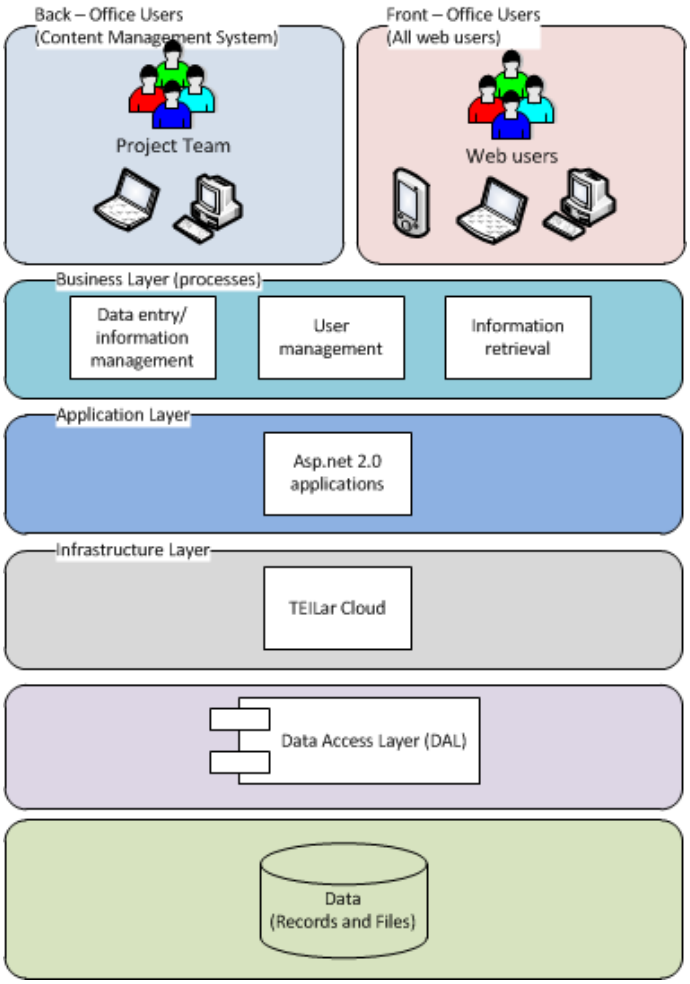


Fig.-1: MYCOTICON website architecture

The entire information system is built with the ASP.net 2.0 platform and its data is stored in an SQL Server 2005 database; its resources are located in a virtual Windows 2008 server that is part of the TEIL server farm cloud; it is *accessible* via the web and via alternative channels (the Internet and the 3G/4G mobile networks).

As (Fig.-1) illustrates, MYCOTICON users are distinguished in two separate groups:

a) **Front-office users** who have access to the public information of this website (i.e., project analysis, scope and documents) and in some cases to authorized information (i.e., mushrooms' information, photos and documents).

b) **Project team members** who have access to the previously described public information and to the entire private information that this project develops.

This User's Manual focuses mainly on the second user group, since the front-office is a common website and its features are trivial. The remaining of this document is analyzed in the following sections. In the following section 2, the front-office is outlined in order for its options to be illustrated. Section 3 analyzes the back-office content management system and explains all its components and features. Finally, section 4 summarizes this document's outcomes.

2. MYCOTICON public website (Front Office)

Public (web) users can access the MYCOTICON website via the web and its official Uniform Resource Locator (URL)[1]. Its homepage (Fig.-2) is analyzed in three (3) different areas:

a) **Logo and usability options** (scroll down menu, custom search engine[2], both photo and video galleries, language change and social media).

b) **Latest news** (latest news scroller, press releases, documents and favorite news)

c) **Activities** presented on a custom calendar[3].

All public content is offered in two different languages: in English which is the project's official language and in Greek, which is spoken by four (out of 6) project's partners. However, MYCOTICON website can support Multilanguage content management and deployment, with the use of UTF-8 encoding. An indicative content page is described on (Fig.-3). Moreover, MYCOTICON website is built according to latest website development standards:

- It includes some HTML 5.0 features (i.e. jquery news rotator, shadowbox image magnifier, news infinite down scroller)

- It is interoperable with social media. MYCOTICON project has its YouTube©, Facebook© and Twitter© profiles, with which it exchanges data via its content management system. Moreover, users can comment on the articles via their Facebook© profiles.

- It offers RSS data. More specifically, RSS casts MYCOTION news, grouped in its particular news categories.

- It associates its content with tags and a tag cloud has already been developed and grows.

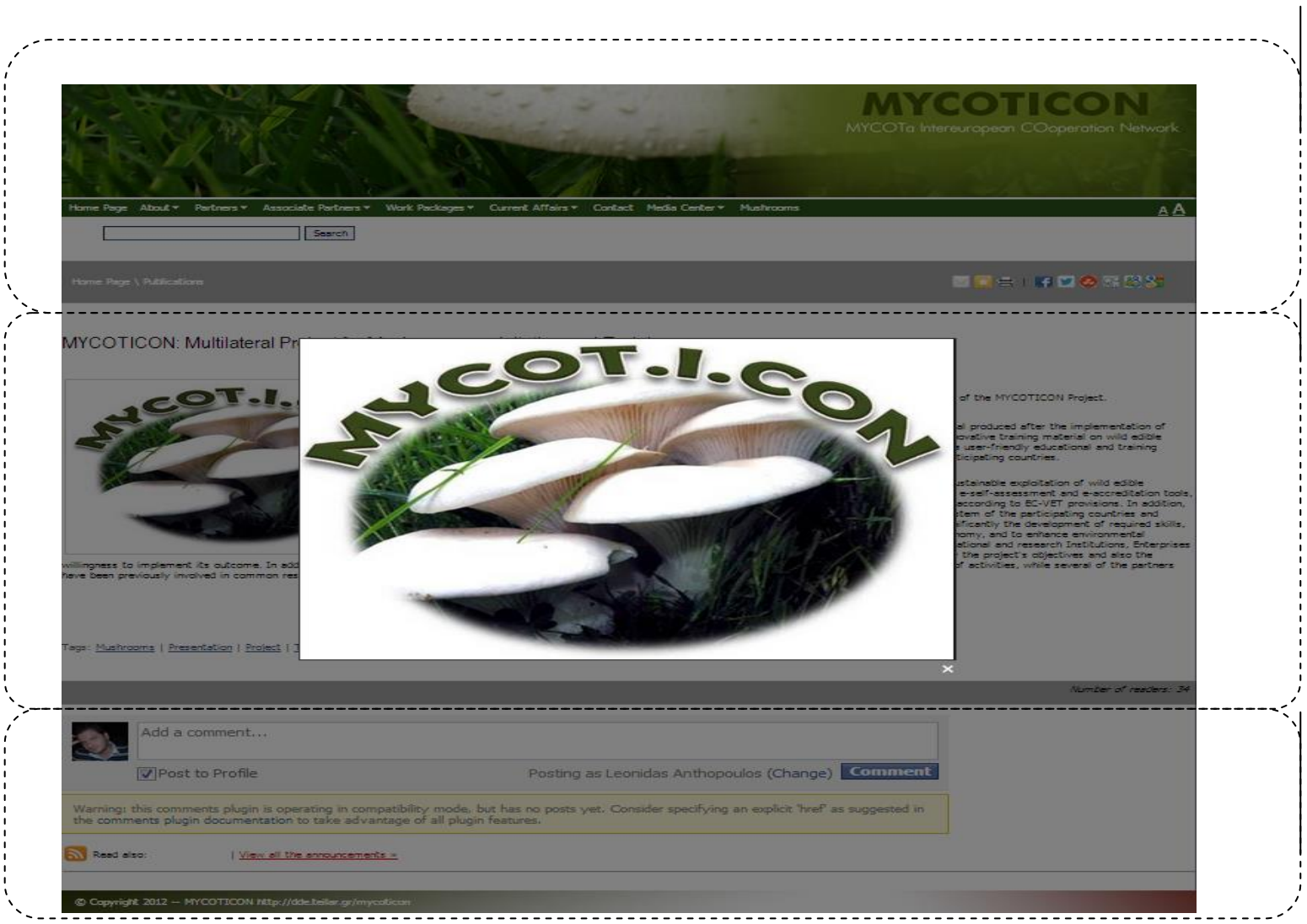
[1] http://mycoticon.teilar.gr
[2] © Google Custom Search Engine
[3] © Google Custom Calendar

Logo and usability options area

Latest news scroller area, RSS and Project members

Activities area and tag cloud

Fig.-2: MYCOTICON public website's homepage



Logo and usability options area

Story content shadowbox preview, tags area, number of visits

Story commenting via Facebook© profiles

Fig.-3: MYCOTICON public website's content page

3. MYCOTICON Content Management System (Back Office)

The back-office system refers to the Information management, Content Management System (CMS) options, which have to interoperable with the Learning Management System (LMS) of the MYCOTICON project.

There are several content (information) items that are managed by MYCOTICON CMS:

1. Website **public content** (sitemap, menu structure and relative content) [public]
2. Website **public announcements** (Current Affairs) [public]
3. Website **photo gallery** [public]
4. Website **video gallery** (via Youtube project channel) [public]
5. **Tag cloud** management and content tagging [public]
6. **Mushroom catalogue** [private, only project members]
7. **Document Repository** [private, only project members]
8. **User** management [private, only website administrators]
9. **Newsletter** management [private, only website administrators]
10. **Personal profile management** [private, only project members]

The content management system **is accessible via its private URL**[4], which has been disseminated to the project members. A personal password has been transmitted to each partner, with which the content management system is accessible (Fig. -4). After successful authorization, users can access Content Management System via its user interface (UI) of (Fig.-5). It's user interface offers also multilingual options with UTF-8 encoding.

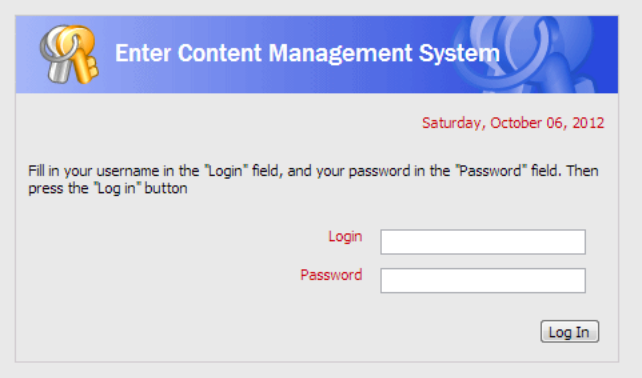

Enter Content Management System
Saturday, October 06, 2012
Fill in your username in the "Login" field, and your password in the "Password" field. Then press the "Log in" button
Login
Password
Log In

Fig.-4: CMS authentication page

[4] http://mycoticon.teilar.gr/admin

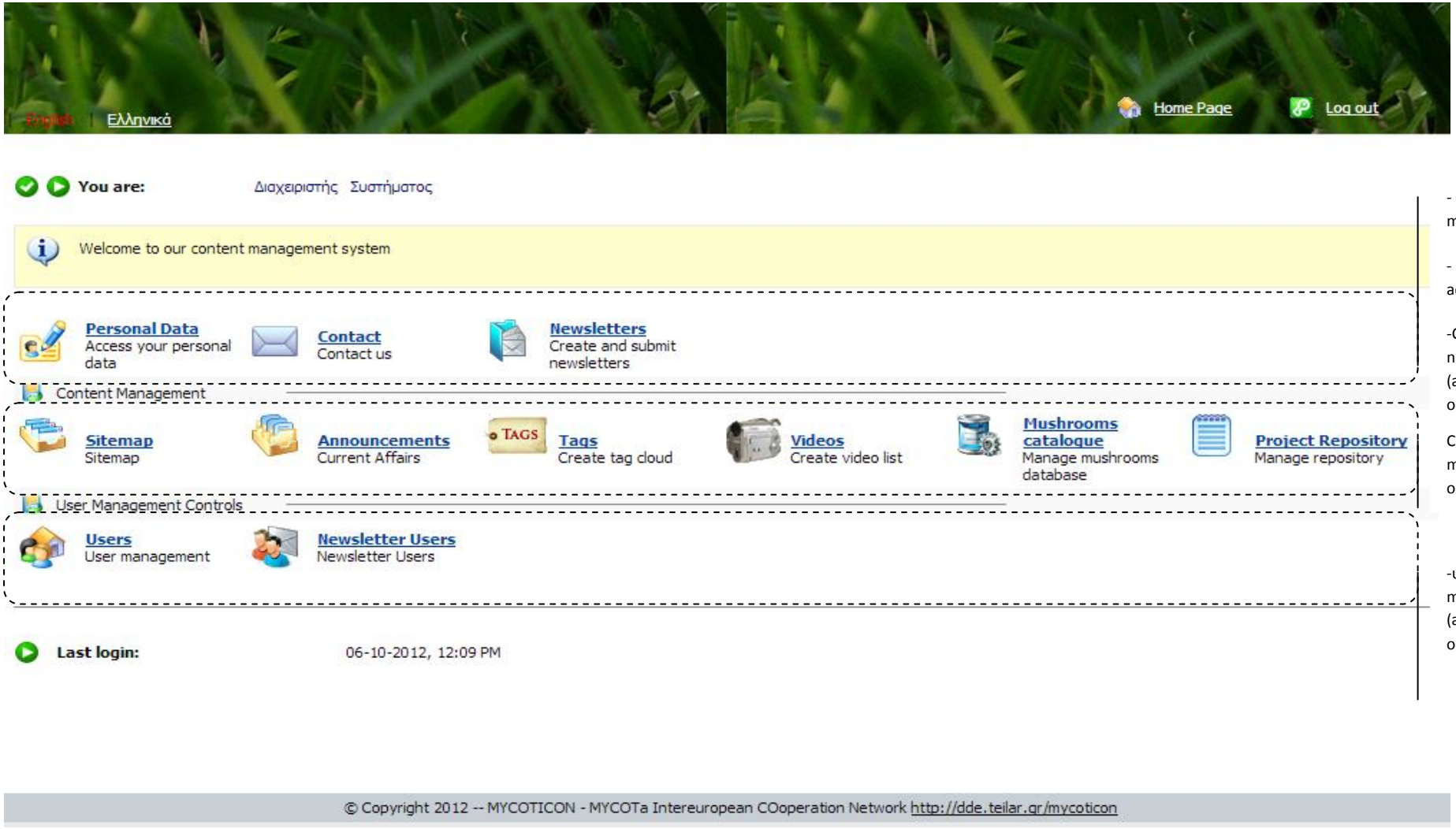


Fig.-5: CMS Main page

3.1. Public Content (Sitemap)

MYCOTICON website content structure is hierarchical and its sitemap is organized in infinite-depth node-tree. The root of this tree is the MYCOTICON website, while the second-layer nodes concern the localization –the languages- that are supported (Fig.-6).

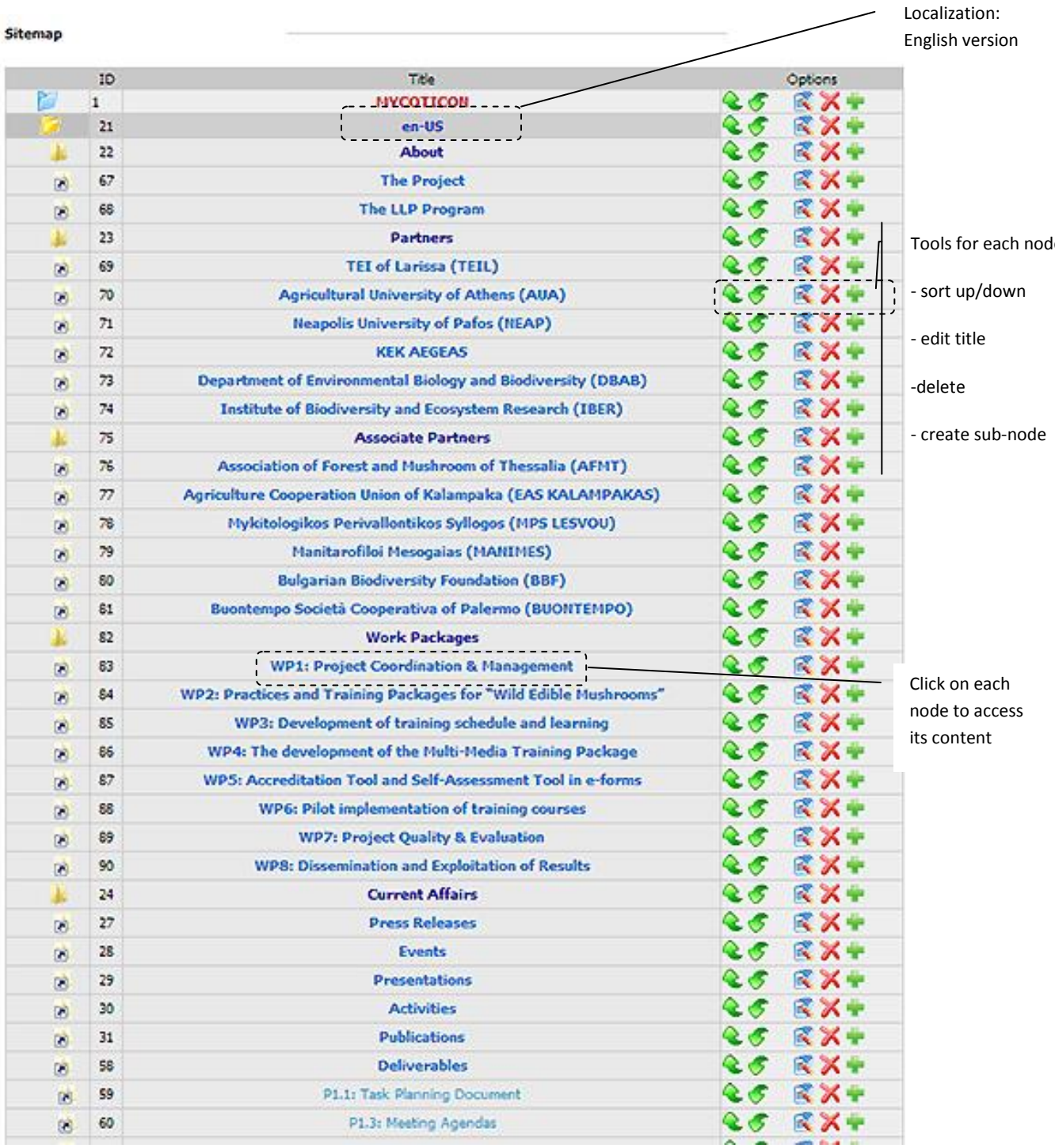

Sitemap
ID
Title
Options
1 MYCOTICON
21 en-US
22 About
67 The Project
68 The LLP Program
23 Partners
69 TEI of Larissa (TEIL)
70 Agricultural University of Athens (AUA)
71 Neapolis University of Pafos (NEAP)
72 KEK AEGEAS
73 Department of Environmental Biology and Biodiversity (DBAB)
74 Institute of Biodiversity and Ecosystem Research (IBER)
75 Associate Partners
76 Association of Forest and Mushroom of Thessalia (AFMT)
77 Agriculture Cooperation Union of Kalampaka (EAS KALAMPAKAS)
78 Mykitologikos Perivallontikos Syllogos (MPS LESVOU)
79 Manitarofiloi Mesogaias (MANIMES)
80 Bulgarian Biodiversity Foundation (BBF)
81 Buontempo Società Cooperativa of Palermo (BUONTEMPO)
82 Work Packages
83 WP1: Project Coordination & Management
84 WP2: Practices and Training Packages for "Wild Edible Mushrooms"
85 WP3: Development of training schedule and learning
86 WP4: The development of the Multi-Media Training Package
87 WP5: Accreditation Tool and Self-Assessment Tool in e-forms
88 WP6: Pilot implementation of training courses
89 WP7: Project Quality & Evaluation
90 WP8: Dissemination and Exploitation of Results
24 Current Affairs
27 Press Releases
28 Events
29 Presentations
30 Activities
31 Publications
58 Deliverables
59 P1.1: Task Planning Document
60 P1.3: Meeting Agendas
Localization: English version
Tools for each node
- sort up/down
- edit title
-delete
- create sub-node
Click on each node to access its content

Fig.-6: Sitemap management

A user can add a new content-node beneath or below an existing node; delete an existing node; change a node title; alter the sorting (position) of these nodes. In order to access the content of a node, users must click on the tile of a node (Fig.-7).

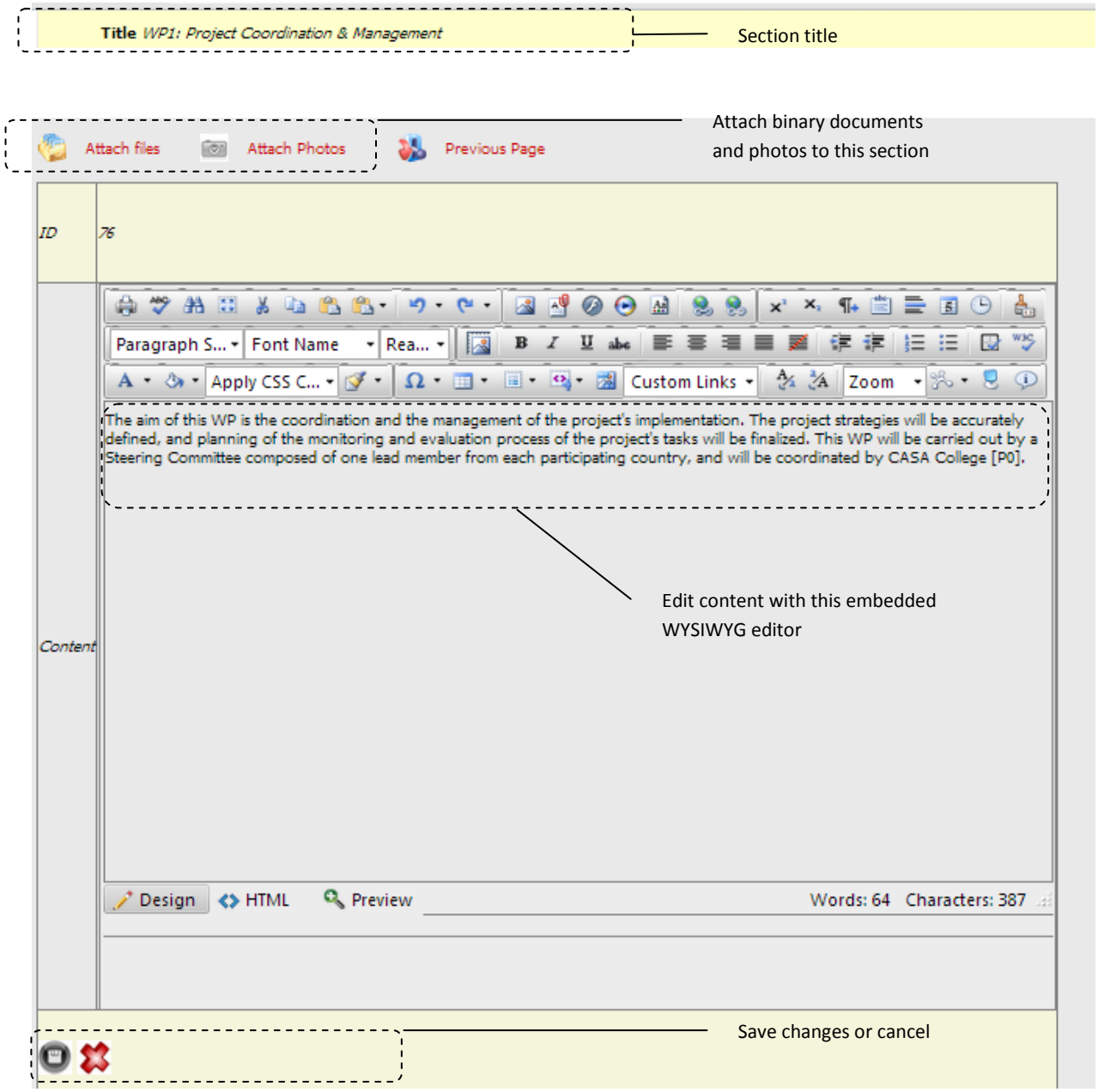

Title WP1: Project Coordination & Management
Section title
Attach files
Attach Photos
Previous Page
Attach binary documents
and photos to this section
ID
76
Paragraph S...
Font Name
Rea...
Apply CSS C...
Custom Links
Zoom
The aim of this WP is the coordination and the management of the project's implementation. The project strategies will be accurately defined, and planning of the monitoring and evaluation process of the project's tasks will be finalized. This WP will be carried out by a Steering Committee composed of one lead member from each participating country, and will be coordinated by CASA College [P0].
Edit content with this embedded
WYSIWYG editor
Content
Design
HTML
Preview
Words: 64 Characters: 387
Save changes or cancel

Fig.-7: section content management

By selecting a section, user navigates to a screen like the one presented on (Fig.-7) and manage section content via a WYSIWYG editor. The user must save his changes before leaving each section page, while he can attach a binary document (doc, pdf, xls, zip, ppt etc.) (Fig.-8) file or a photograph (gif, jpg, png, bmp etc.) file to each content (Fig.-9). The selection of a file is a simple, usual process, which requests from the user to locate the selected file on his media and upload to the website. The image upload process allows a user to upload multiple files simultaneously to the website.

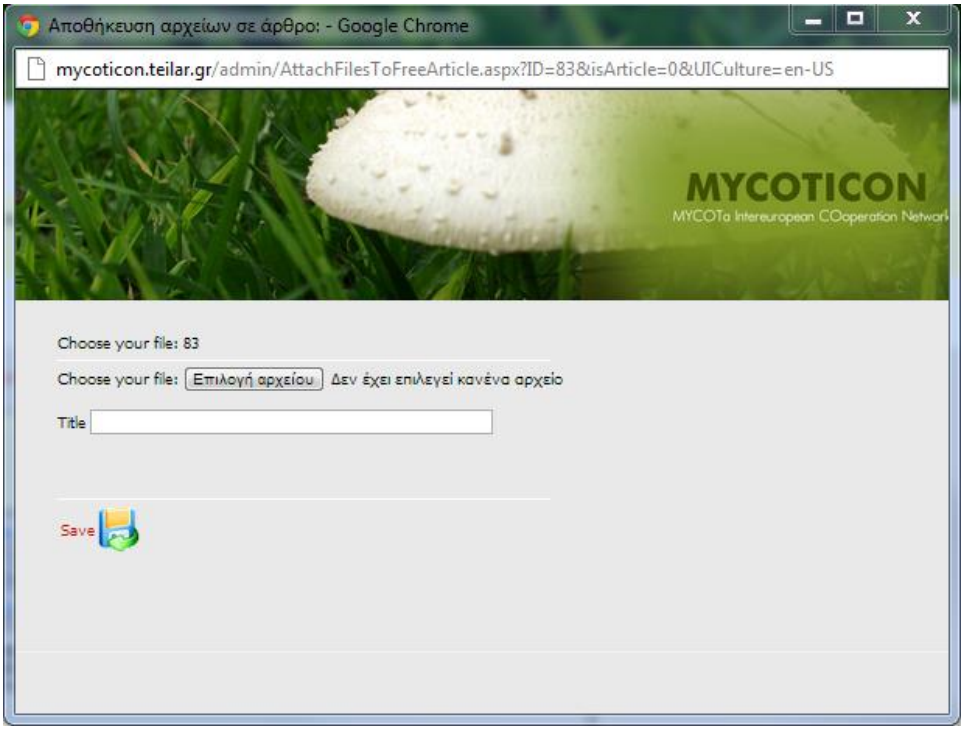


Fig.-8: attaching binary documents to a section

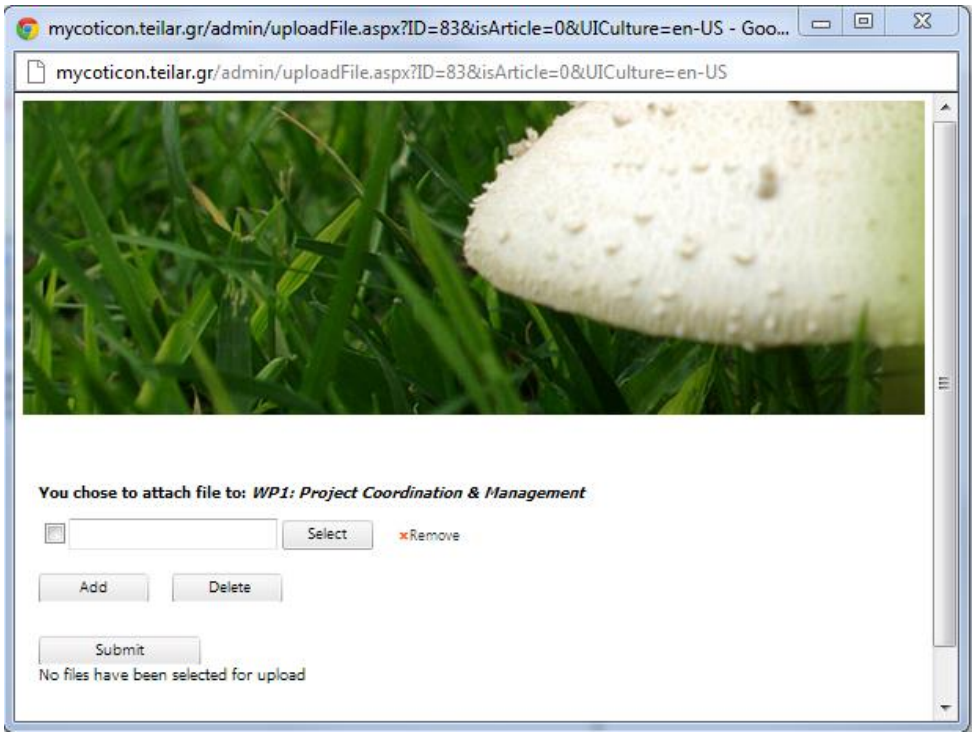


Fig.-9: attaching images to a section

3.2. Announcements (Current Affairs)

Users can manage various announcements of the website. Announcements are separate content records, which are assigned to the categories created beneath the "Current Affairs" sitemap node. For MYCOTICON website, announcements concern *Press Releases, Events, Presentations, Activities, Publications* and *Deliverables*. When a user selects "**Announcements**" from (Fig.-5) he is navigated to the screen of (Fig.-10) where he can **create** a new announcement **or edit** an existing one.

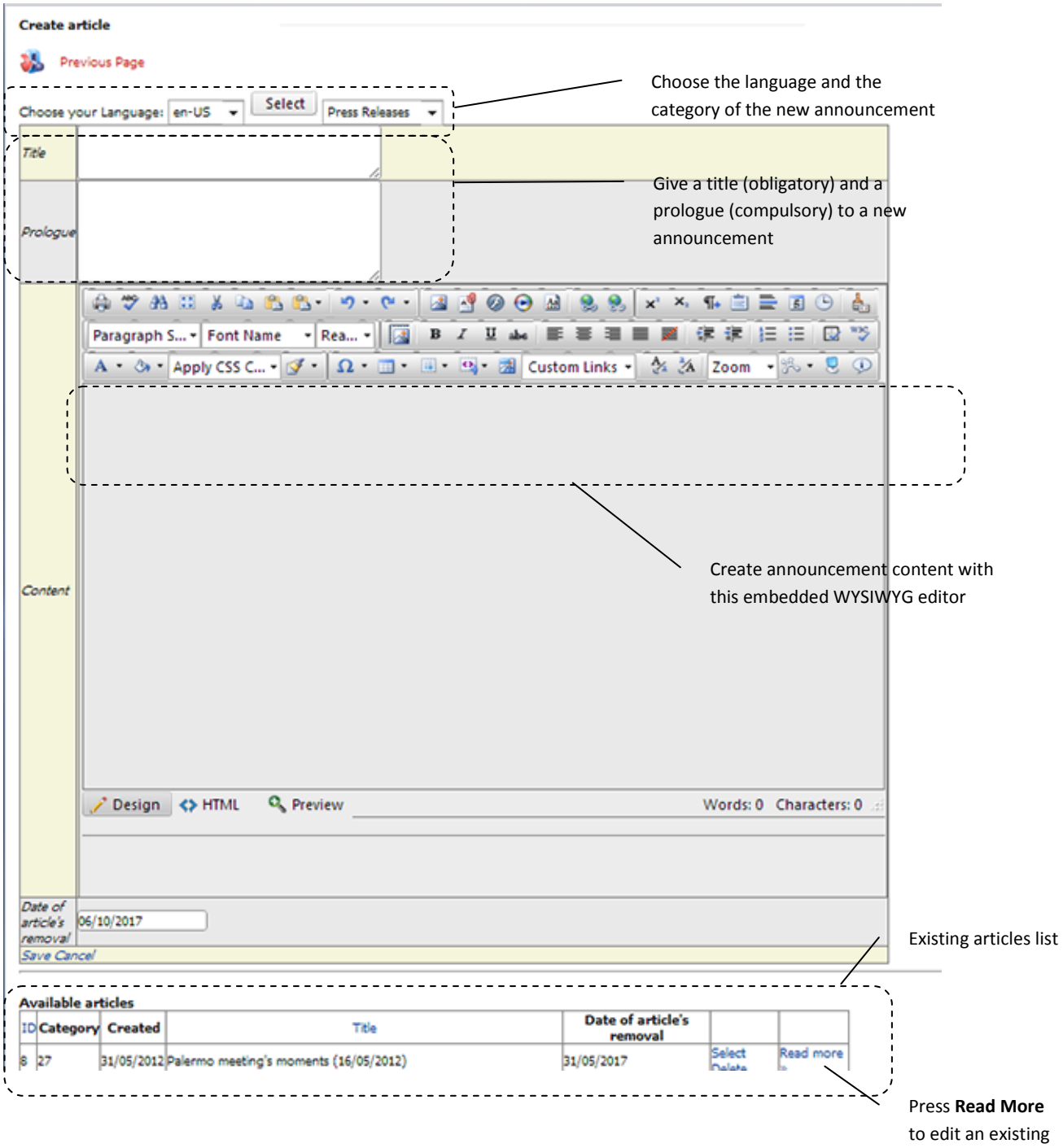


Fig.-10: announcements management

User must feel in the blank fields of (Fig.-10) in order to **add/create a new announcement** and then he has to press **Save** on the left and below the form. By creating (pressing Save) a new announcement, no attachments (i.e. photos) have been associated to it. Users must find the new announcement on the list of (Fig.-10), press "Read More" link and navigate to the screen of (Fig.-11).

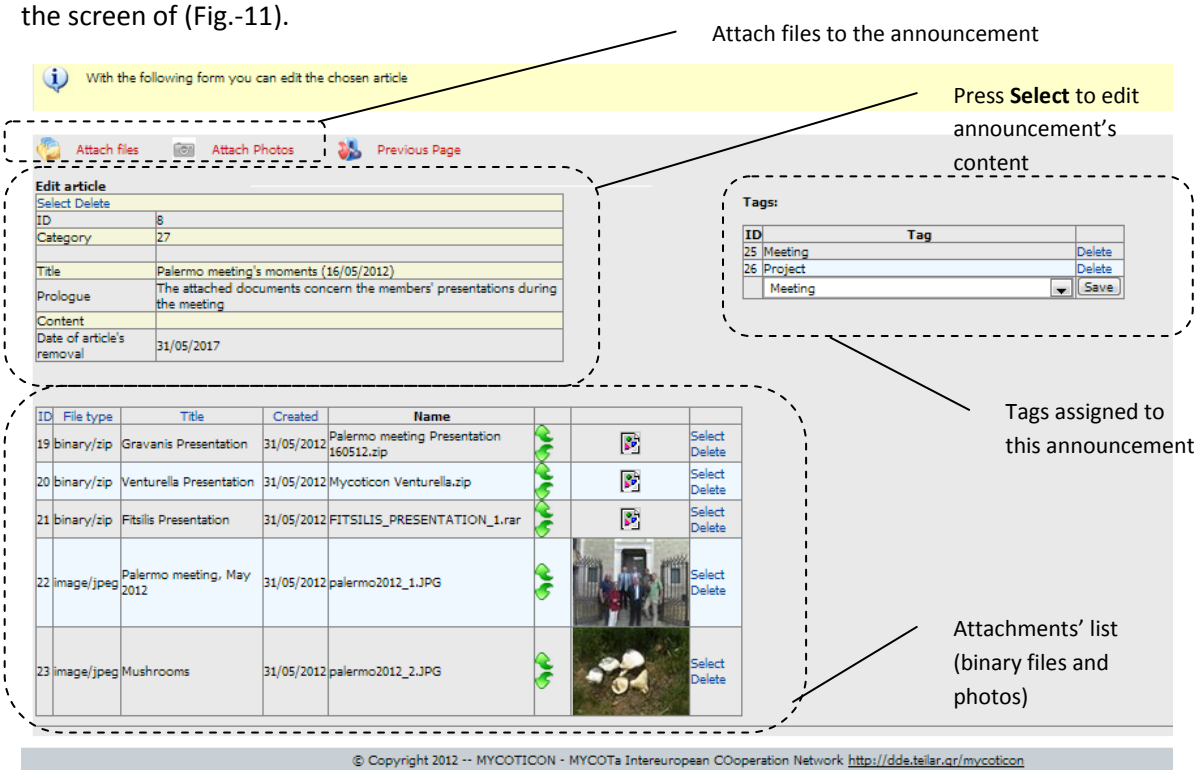

Attach files to the announcement
With the following form you can edit the chosen article
Press **Select** to edit announcement's content
Attach files
Attach Photos
Previous Page
Edit article
Select Delete
ID 8
Category 27
Title Palermo meeting's moments (16/05/2012)
Prologue The attached documents concern the members' presentations during the meeting
Content
Date of article's removal 31/05/2017
Tags:
ID Tag
25 Meeting Delete
26 Project Delete
Meeting Save
Tags assigned to this announcement
ID File type Title Created Name
19 binary/zip Gravanis Presentation 31/05/2012 Palermo meeting Presentation 160512.zip Select Delete
20 binary/zip Venturella Presentation 31/05/2012 Mycoticon Venturella.zip Select Delete
21 binary/zip Fitsilis Presentation 31/05/2012 FITSILIS_PRESENTATION_1.rar Select Delete
22 image/jpeg Palermo meeting, May 2012 31/05/2012 palermo2012_1.JPG Select Delete
23 image/jpeg Mushrooms 31/05/2012 palermo2012_2.JPG Select Delete
Attachments' list (binary files and photos)
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Fig.-11: announcement content management

The UI of (Fig.-11) is identical to the Section Content Management (Fig.-7). Users have to click on the "**Select**" link on the upper left corner of this screen in order to access the editor of this content, while he can attach binary files and photos with the same means as with section content management area (Fig.-8; Fig.-9). In addition to the already presented features, Tags can be associated to an announcement (Fig.-11). A user can select the tags with the scroll-down menu and by pressing the "Save" button on the right of each selection. Moreover, a user can delete an assigned tag, via clicking "Delete" on the right of a tag.

3.3. Photo gallery

Sitemap contains a photo gallery section in each language (Fig.-12), which can be organized according to the particular requirements of the Project. For instance, by the development of this manual, two categories have been created to describe Photo Gallery: a) *partners* and b) *Events.*

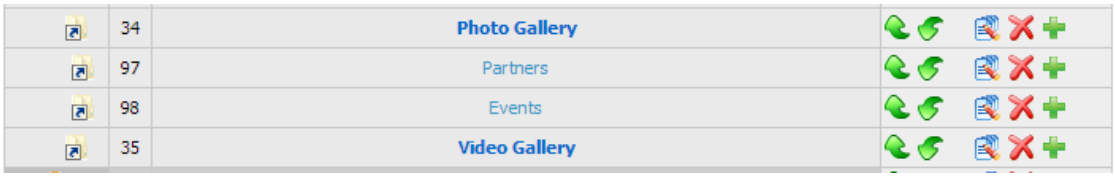


Fig.-12: announcement content management

The management of the Photo Gallery is similar with the assignment of photos a section. For instance, (Fig.-13) illustrates images regarding project partners. The existing images have been inserted with the "Attach Photos" feature of this content.

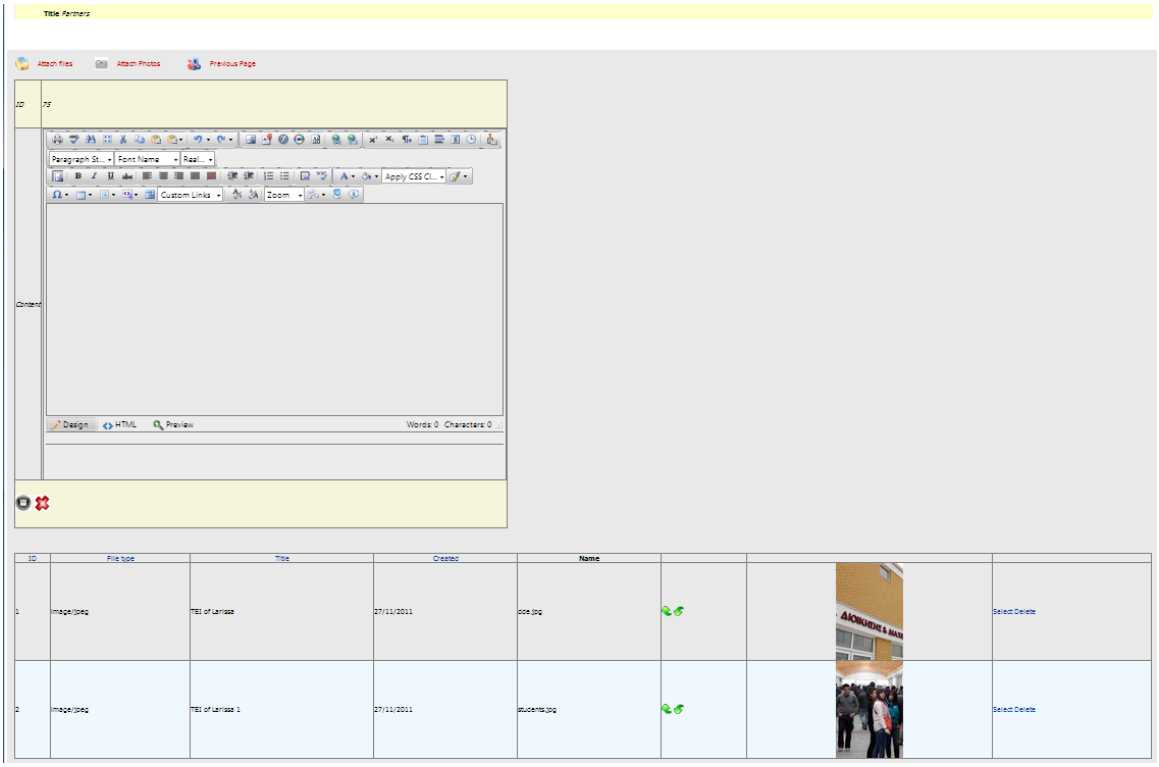


Fig.-13: Partners photo gallery

By creating section (catalogues) under the photo gallery section and by attaching images to them, they are displaying with an image rotator (Fig.-14) on the public content.

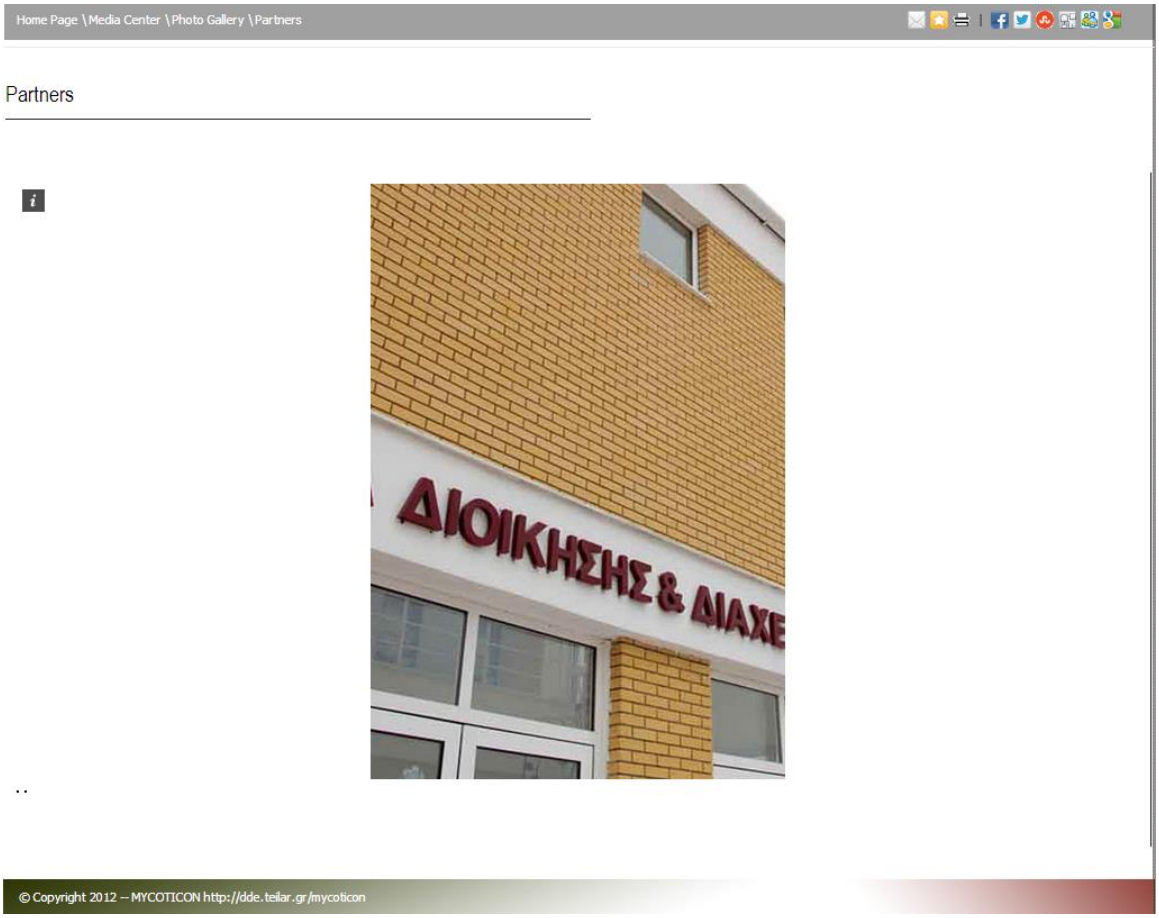

Home Page \Media Center \Photo Gallery \Partners
Partners
ΔΙΟΙΚΗΣΗΣ & ΔΙΑΧΕ
© Copyright 2012 – MYCOTICON http://dde.teilar.gr/mycoticon

Fig.-14: photo gallery image rotator (*Home Page > Media Center > Photo Gallery > Partners*)

3.4. Video gallery

A Video Gallery is available for the MYCOTICON project, where partners can upload their videos regarding meeting moments, mushrooms etc. Users must upload their videos to the MYCOTICON Youtube© channel, which is accessible via the public homepage at its address[5] and its appropriate credentials (username: mycoticon@gmail.com, password: myc0tic0n). By uploading a video to this channel, a Youtube© URL is assigned to this video. This URL appears on browser's address bar when a video plays. Users must keep the URL of a video they upload (Copy to the windows clipboard) and then they follow the link "Videos" from CMS main page (Fig.-5). Then, they navigate to the screen of (Fig.-15), where they select the language of the video, they add a title to their video and they Paste the URL from Youtube©. After saving their video information, a video gallery is created on the public content which is available via the scroll-down navigation menu or by *Home Page > Media Center > Video Gallery* path.

[5] http://www.youtube.com/mycoticon

Fig.-15: managing video gallery

3.5. Tag Cloud

Tags are favor to modern websites and tag clouds are used in almost all modern CMS. MYCOTICON CMS offers Tag management with the selection of the respective feature at CMS Main page (Fig.-5). Then, a screen appears to the user, where tags (top) (Fig.-16a) are organized in categories (bottom) (Fig.-16b). Users can use existing categories and assign a tag to a category or they can create their own categories and assign their new tags to them.

Tags
ID Title Category
40 Meeting Project Management Select Delete
44 Meeting Project Management Select Delete
3 Mushrooms Research Select Delete
19 PDA Deliverables Select Delete
42 Presentation Deliverables Select Delete
26 Project Project Management Select Delete
43 Project Management Project Management Select Delete
7 Social Networks Research Select Delete
2 Software Deliverables Select Delete
45 TEI of Larissa Work Packages Select Delete
36 Training Vocational Training Select Delete
21 Widget Deliverables Select Delete
32 Ακαδημαϊκός Πακέτα Εργασίας Select Delete
23 Διοίκηση έργου Select Delete
18 Εκπαιδευτικό Σενάριο Τηλε-εκπαίδευση Select Delete
24 Έρευνα Έρευνα Select Delete
31 Ερευνητής Πακέτα Εργασίας Select Delete
5 Εφαρμογή Λογισμικού Παραδοτέα Select Delete
34 Κοινωνικά Δίκτυα Παραδοτέα Select Delete
33 Μελέτη Πακέτα Εργασίας Select Delete
22 Οικονομία Έρευνα Select Delete
38 Ομάδα Έργου Πακέτα Εργασίας Select Delete
20 Περιβάλλον Μανιτάρια Select Delete
39 Πολιτισμός Έρευνα Select Delete
25 Σεμινάριο Κατάρτιση Select Delete
41 Συνάντηση Διαχείριση Έργου Select Delete
35 ΤΕΙ Λάρισας Πακέτα Εργασίας Select Delete
27 Τεχνολογία Νέες Τεχνολογίες Select Delete
28 Τεχνολογίες Πληροφορικής και Επικοινωνιών Νέες Τεχνολογίες Select Delete
30 Υδατοκαλλιέργεια Πακέτα Εργασίας Select Delete
Deliverables Save Cancel

Fig.-16a: managing tag cloud

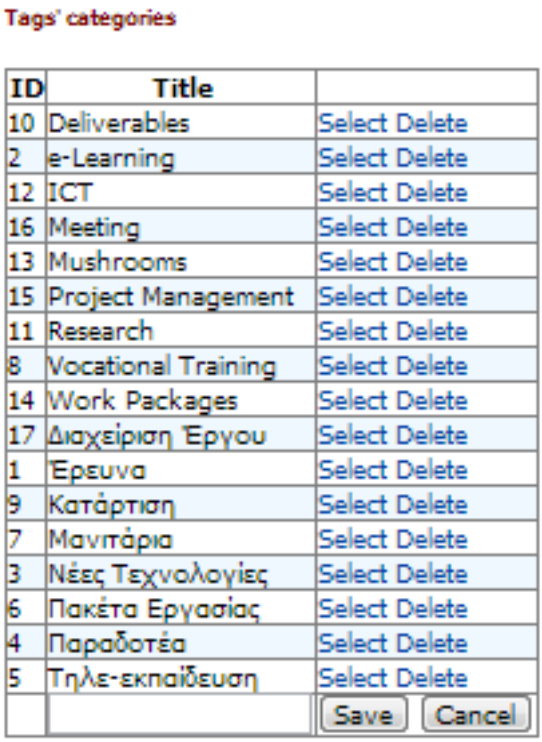


Fig.-16b: managing tag categories

3.6. Mushrooms Catalogue

MYCOTICON concerns –among others- the development of a mushrooms catalogue, where a mushroom is described with various features and four (4) images. The initial features selected by the project team have already been incorporated and users can insert mushrooms in a catalogue, via selecting the icon "Mushrooms Catalogue" of the CMS main page (Fig.-5). Then, the screen of (Fig.-17) appears to the user, where at the **bottom** of the list, a **blank footer row** allows him to **insert a new mushroom**, via describing its primary features.

After inserting a new mushroom, a user can **modify its features** by pressing "Select" link on the right, **delete** a mushroom by pressing "Delete" link on the right, or **upload images** and assign them to the mushroom via double-clicking the directory buttons that appear on the four image columns (Fig.-18). Each mushroom is assigned to a category and for this reason, categories are managed via the "**Mushroom Categories**" button (Fig.-19).

Mushrooms catalogue is a private area accessible only by the authenticated project team members, while its data is easy to be configured and to become public according to project's requirements.

Fig.-17: mushroom catalogue

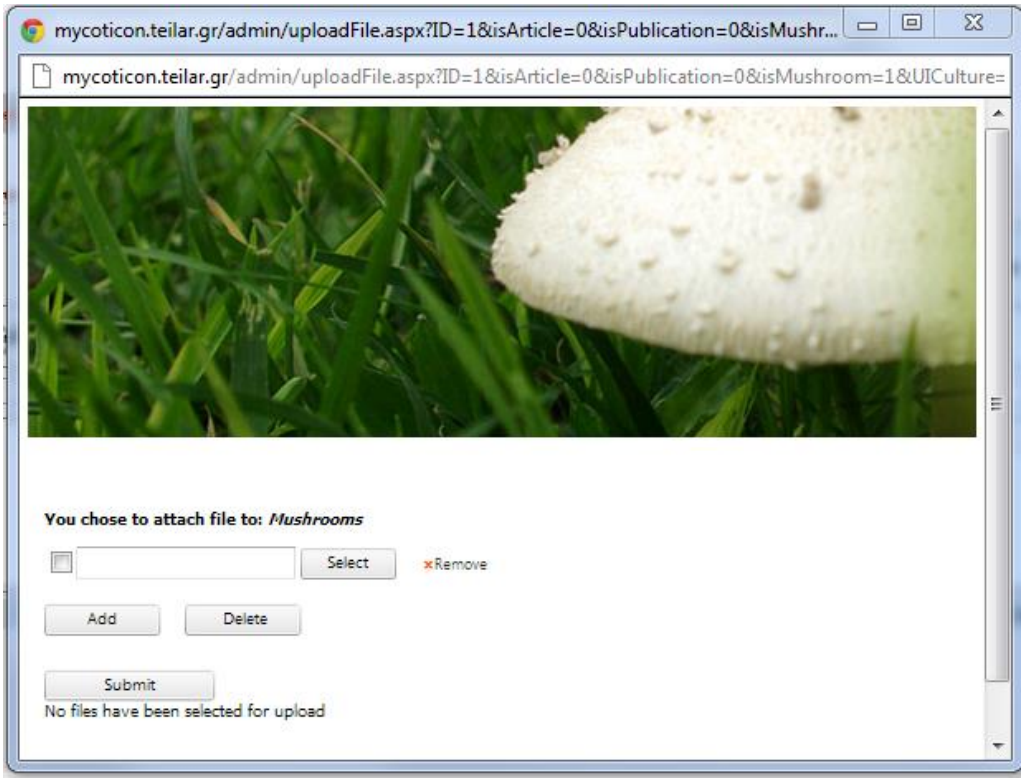


Fig.-18: upload image and assign it to a mushroom

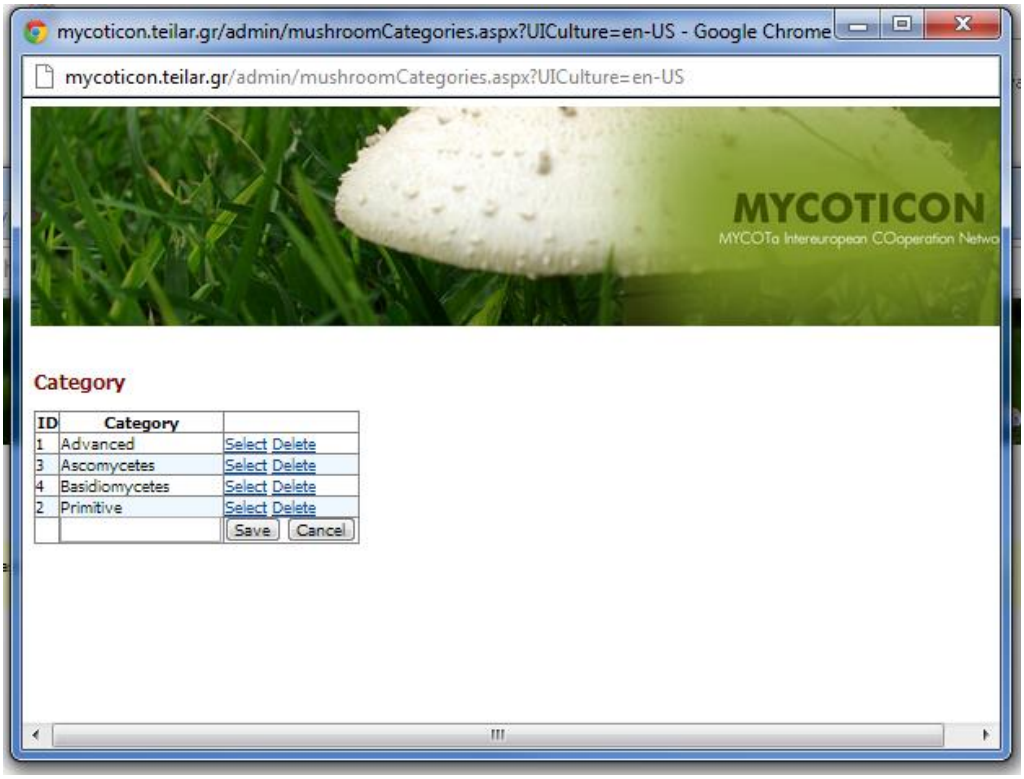


Fig.-19: manage mushroom categories

3.7. Project Repository

This content category concerns a private document space, where project members can upload and share their documents. By selecting icon “Project Repository” from the CMS main page (Fig.-5) a new screen opens (Fig.-20) where the existing documents appear in a table. The last row of the table allows user to incorporate a new document, by giving a description about its *title, authors, publication year* and *category* and clicking the button with **Save** label. After saving the document information, users can **upload the document** to the repository by clicking the **upload icon** on the right column. Users can **alter** the description or **delete** the document, via clicking the “**Select**” or “**Delete**” links on the right cell.

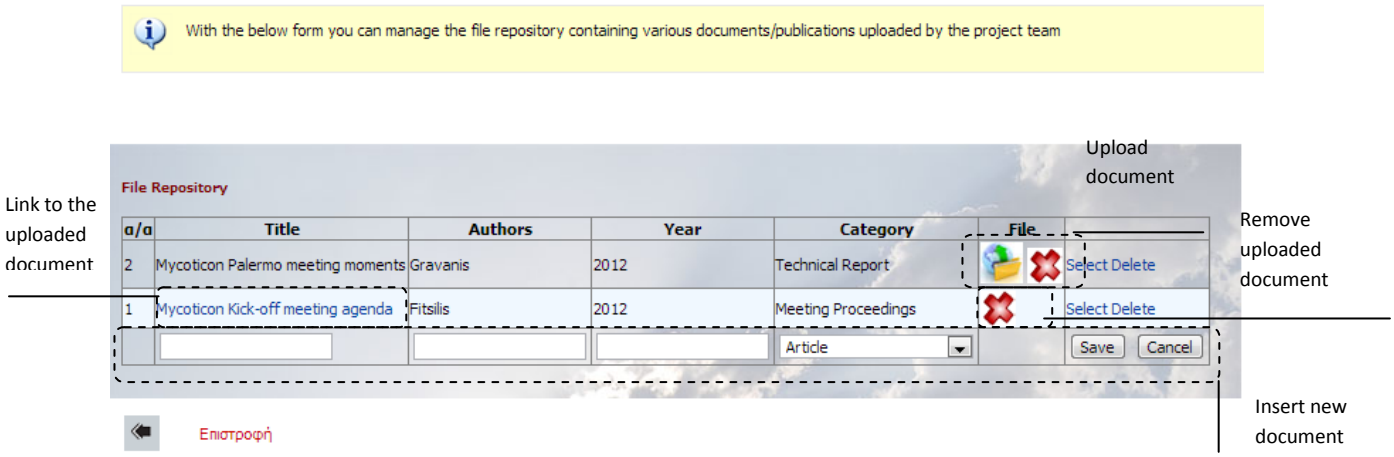


Fig.-20: manage document repository

Document repository is a private area accessible only by the authenticated project team members, while its data is easy to be configured and to become public according to project’s requirements.

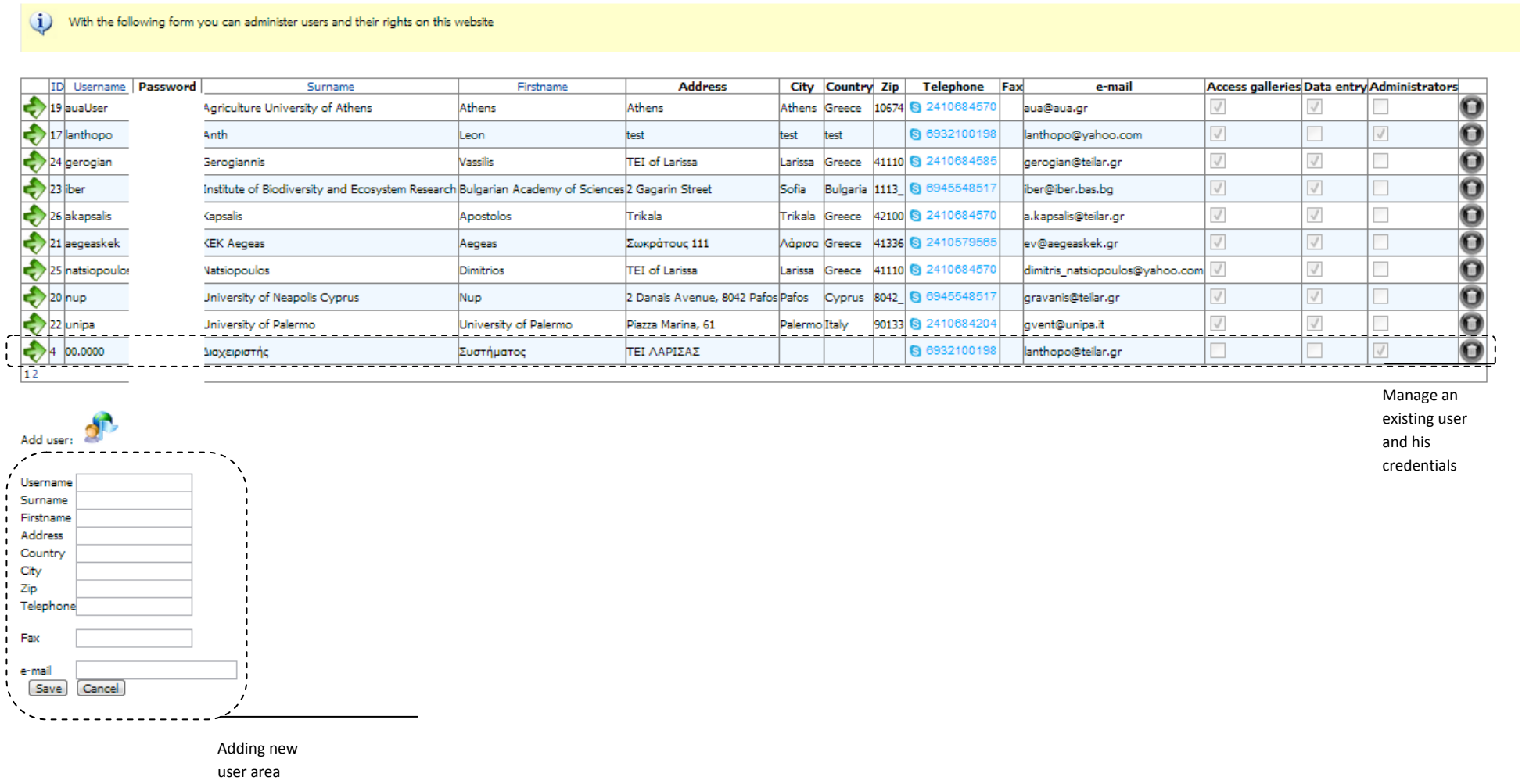
3.8. User management

This section is accessible only by the website administrator. It is an area where the administrator defines the users who can access the website CMS and its features (Fig.-21). There are three (3) alternative or combinational roles on the CMS:

a) data access only: authenticated users can access only the mushrooms and the document repository but they cannot alter their information.

b) Data entry: project team members have access to all CMS features, insert and update information and documents, but they cannot access users’ management and newsletter administration area.

c) Administrators: they have access to all CMS features.


With the following form you can administer users and their rights on this website
ID Username Password Surname Firstname Address City Country Zip Telephone Fax e-mail Access galleries Data entry Administrators
19 auaUser Agriculture University of Athens Athens Athens Athens Greece 10674 2410684570 aua@aua.gr
17 lanthopo Anth Leon test test test 6932100198 lanthopo@yahoo.com
24 gerogian Gerogiannis Vassilis TEI of Larissa Larissa Greece 41110 2410684585 gerogian@teilar.gr
23 iber Institute of Biodiversity and Ecosystem Research Bulgarian Academy of Sciences 2 Gagarin Street Sofia Bulgaria 1113_ 6945548517 iber@iber.bas.bg
26 akapsalis Kapsalis Apostolos Trikala Trikala Greece 42100 2410684570 a.kapsalis@teilar.gr
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22 unipa University of Palermo University of Palermo Piazza Marina, 61 Palermo Italy 90133 2410684204 gvent@unipa.it
4 00.0000 Διαχειριστής Συστήματος ΤΕΙ ΛΑΡΙΣΑΣ 6932100198 lanthopo@teilar.gr
1 2
Manage an existing user and his credentials
Add user:
Username
Surname
Firstname
Address
Country
City
Zip
Telephone
Fax
e-mail
Save
Cancel
Adding new user area

Fig.-21: user management area

3.9. Change personal profile information

Each authenticated user **can alter** his information, which was given during user creation (**personal data and password**), via the "**Personal Data**" icon on the CMS main page (Fig.-5). The screen on (Fig.-22) has the "Edit" link on the top-left, which changes the personal information table to an editable space. After changing his information, user has to click on the "**Save**" link on the up-left corner of the table.

Save Cancel	
Username	*00.0000*
Password	
Surname	Διαχειριστής
Firstname	Συστήματος
e-mail	lanthopo@teilar.gr
Telephone	6932100198
Telephone 2	2410684570
Fax	
Address	ΤΕΙ ΛΑΡΙΣΑΣ
Created	

Fig.-22: personal data management area

3.10. Submitting newsletter to registered users

This option is available only to the website administrators and offers a newsletter creation and submission feature. It is accessible from the CMS main page on the "Newsletters" link, which passes the user to the screens of (Fig-23) and (Fig.-24). The administrator creates a record for the newsletter on (Fig.-23) by the same means as a new announcement and then clicks on it on the newsletter list in order to access its content. Then (Fig-24) appears where the user can perform the following actions:

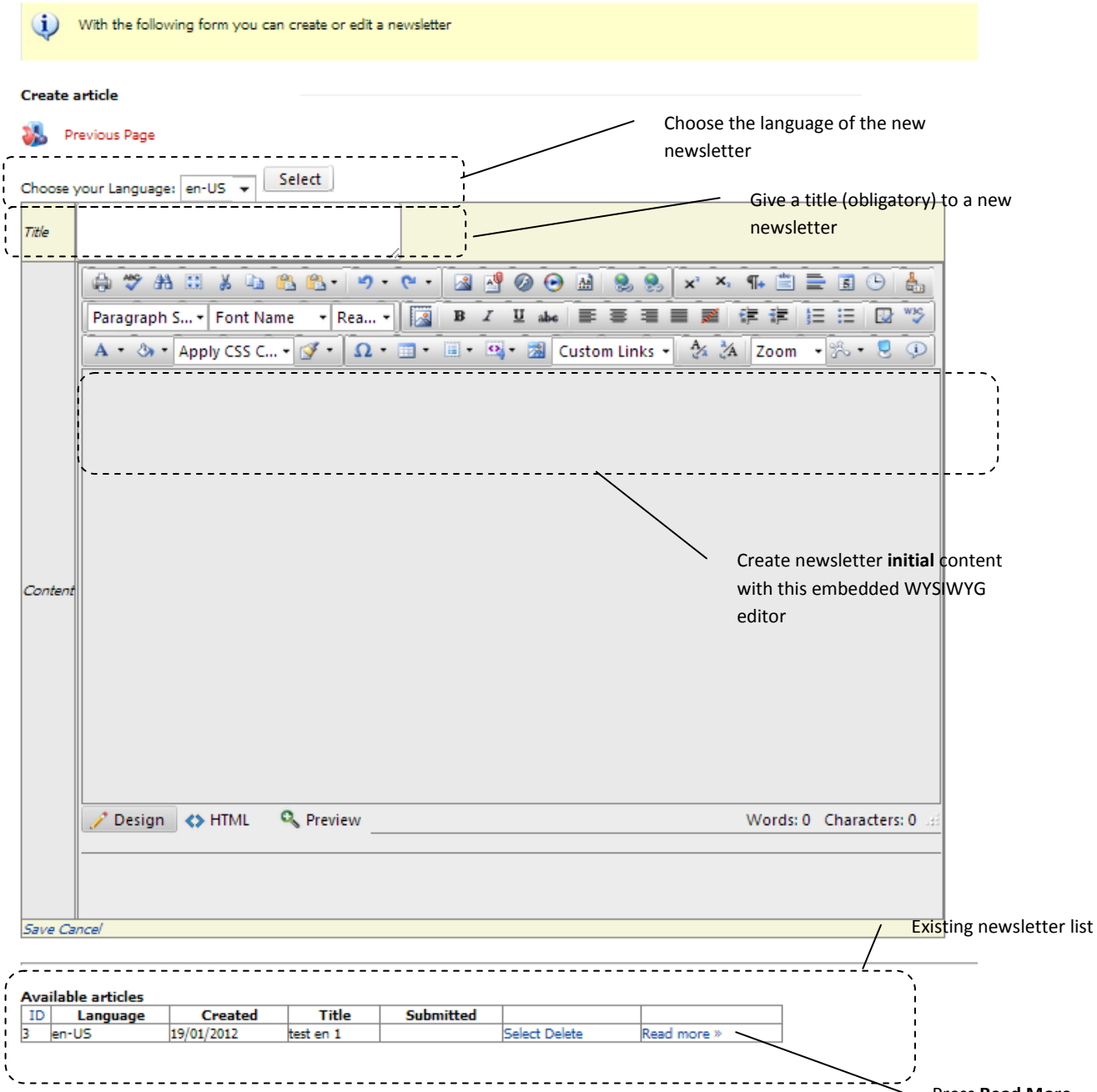

Fig.-23: newsletter management

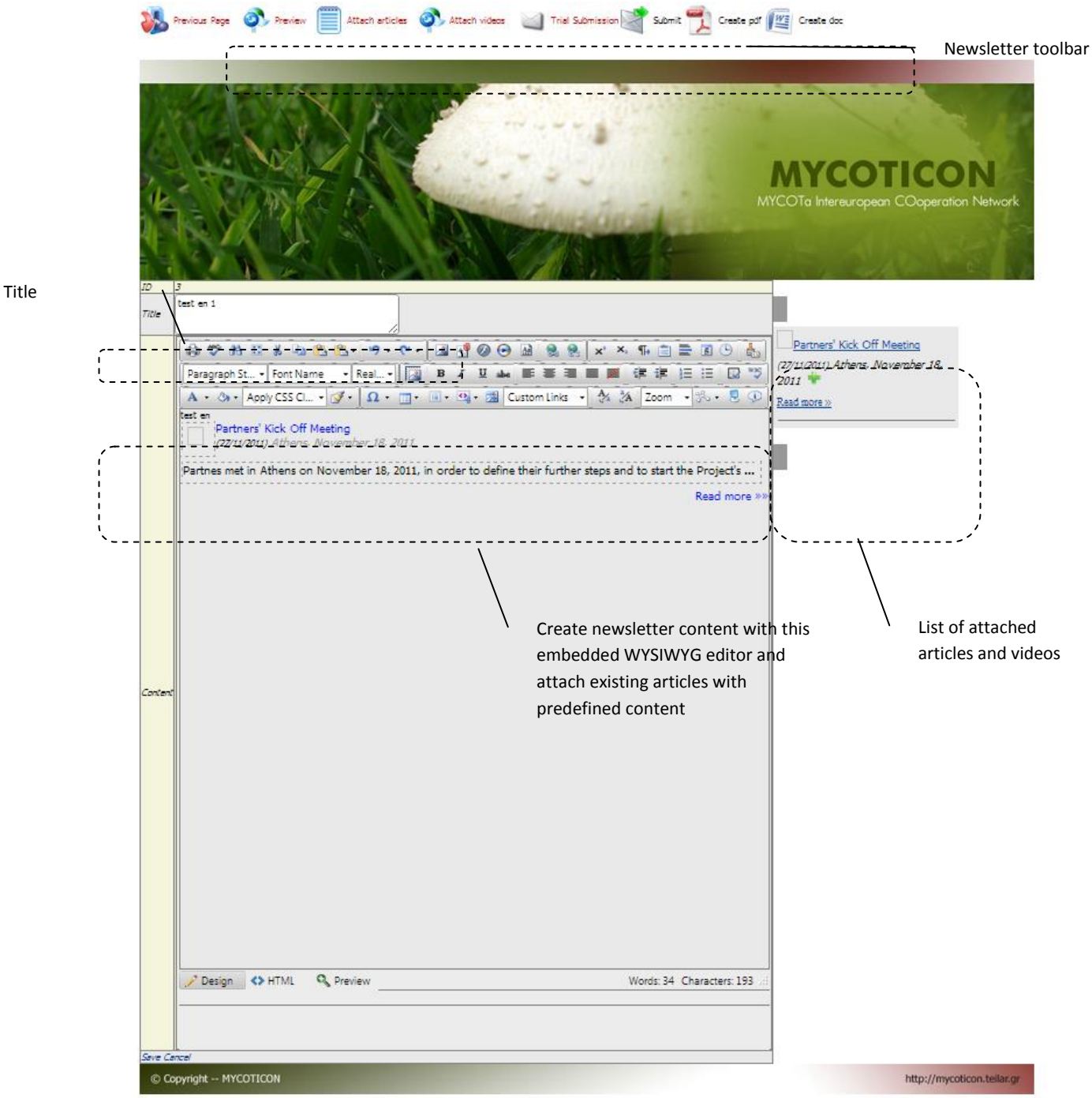

Fig.-24: newsletter content management

i. Preview this newsletter (Fig.-25)

ii. Attach existing articles from the announcements (Fig.-26)

iii. Attach existing videos (Fig.-28)

iv. Submit a trial version to the administrators

v. Submit to the registered users

vi. Export this newsletter to a pdf file

vii. Export this newsletter to a word document file

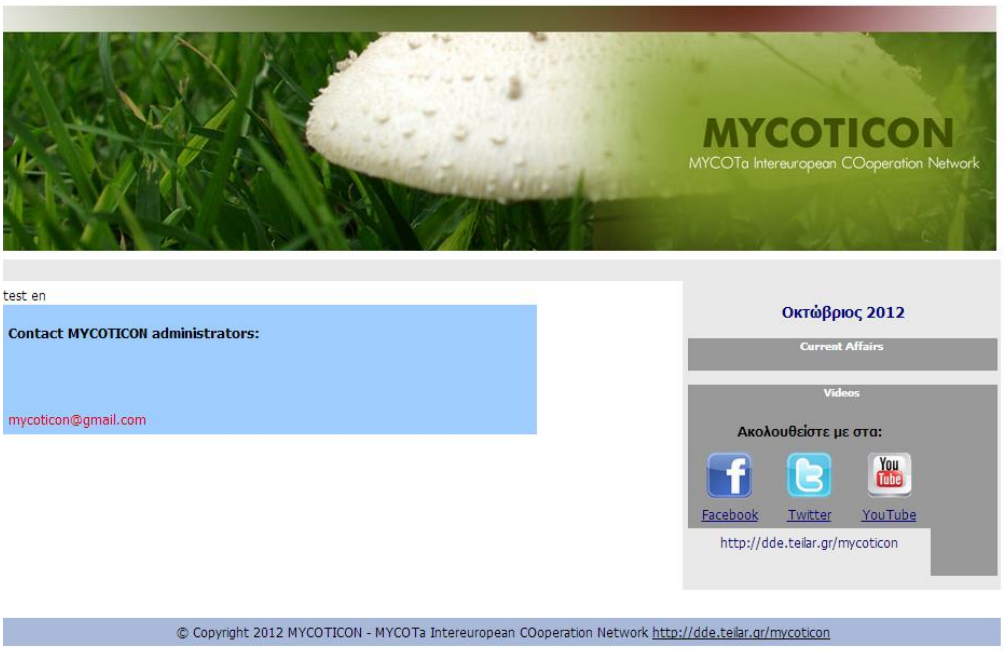

Fig.-25: newsletter preview

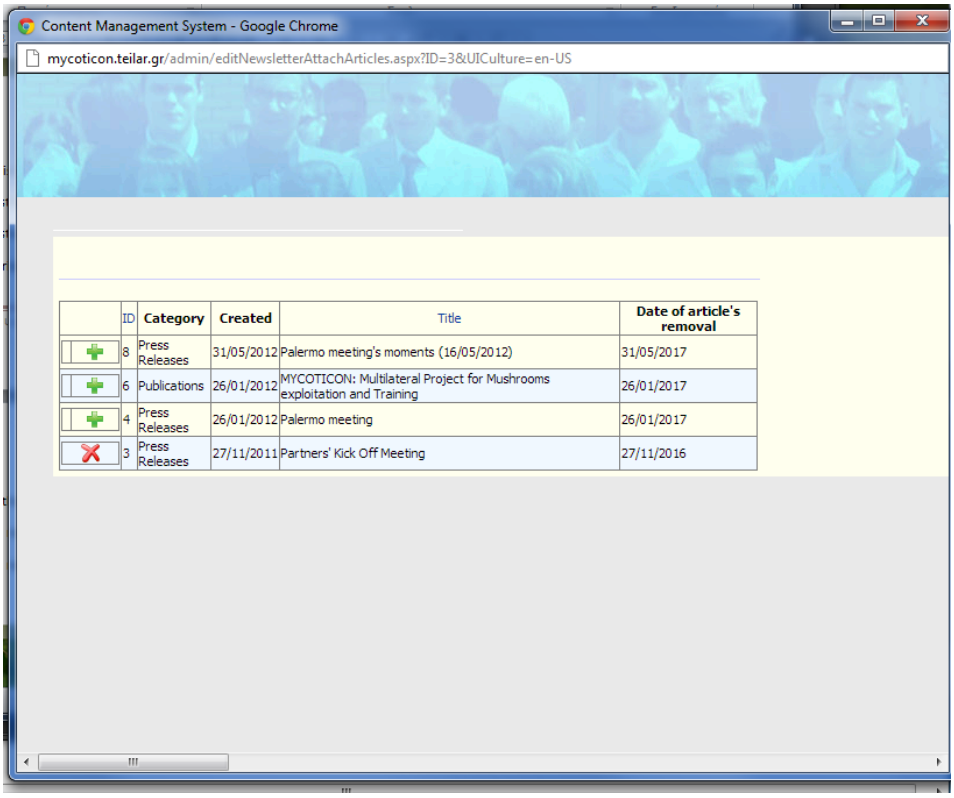
Content Management System - Google Chrome
mycoticon.teilar.gr/admin/editNewsletterAttachArticles.aspx?ID=3&UICulture=en-US
ID
Category
Created
Title
Date of article's removal
8 Press Releases 31/05/2012 Palermo meeting's moments (16/05/2012) 31/05/2017
6 Publications 26/01/2012 MYCOTICON: Multilateral Project for Mushrooms exploitation and Training 26/01/2017
4 Press Releases 26/01/2012 Palermo meeting 26/01/2017
3 Press Releases 27/11/2011 Partners' Kick Off Meeting 27/11/2016

Fig.-26: attach articles to the newsletter

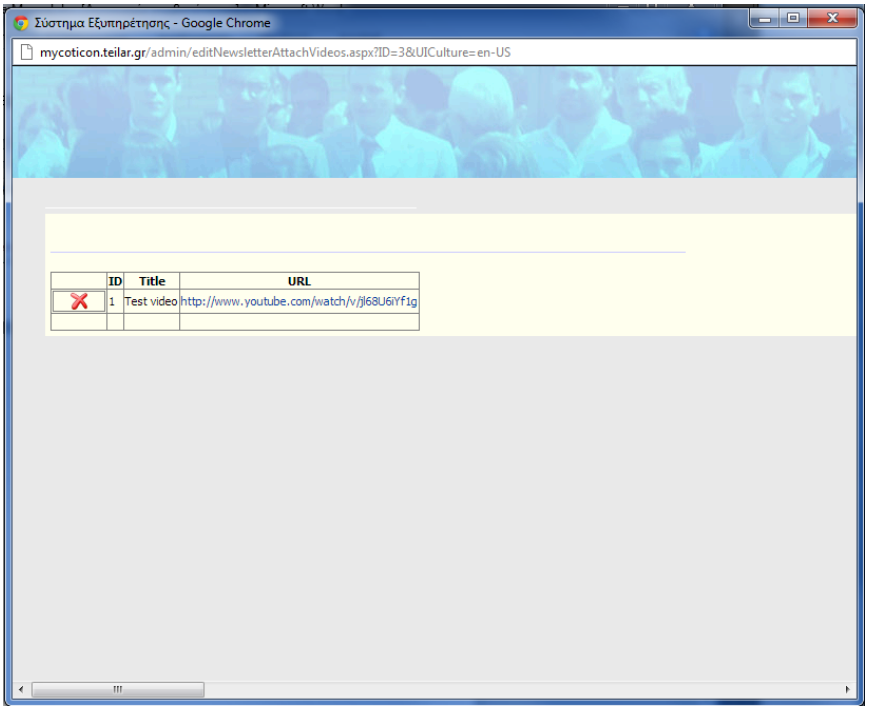

Fig.-27: attach videos to the newsletter

3.11. Submitting e-mail to website administrators

MYCOTICON CMS allows authenticated users to contact directly website administrators via a web form simply by clicking the icon "**Contact**" from the CMS main page (Fig.-5). The web form retrieves user data and requires only the mail subject and content (Fig. 28).

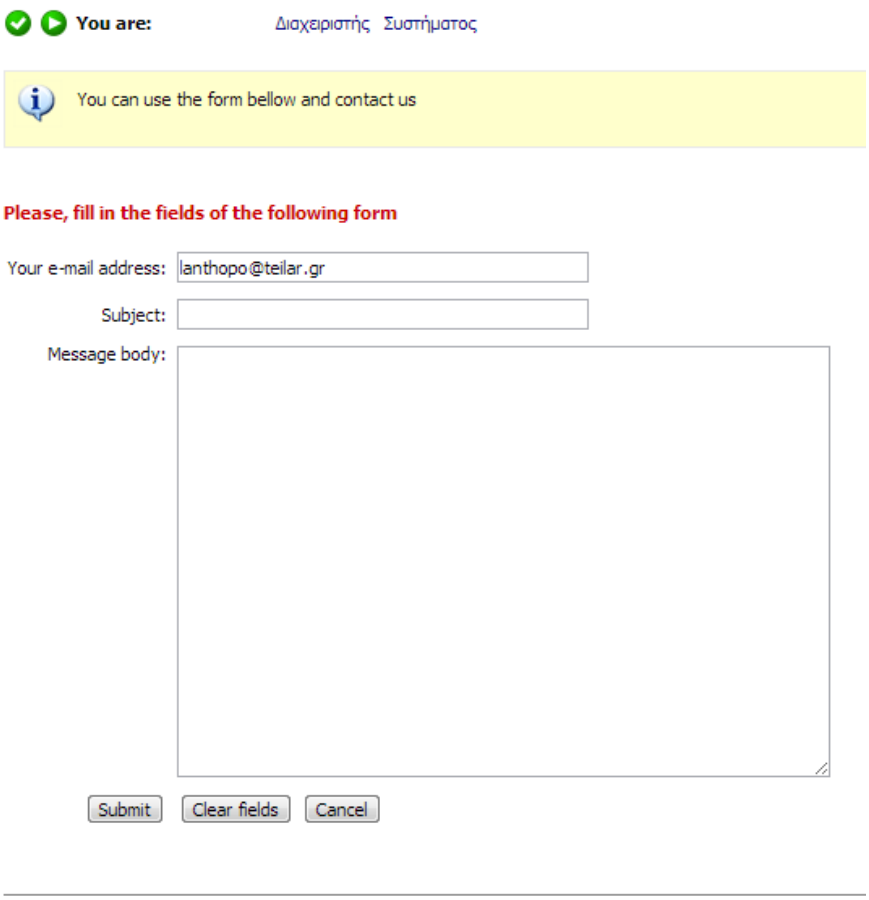

Fig.-28: web form for contacting administrator